

**Lewiston Public Library
Board of Trustees
Meeting Minutes**

Date: May 13, 2010

Time: 5:30 p.m.

Members present: Judy Head, Chair; Judy Gervais, Sarah Potter, Arthur Turley

Others present: Rick Speer, Director Lewiston Public Library; Anne Kemper, President, Friends of LPL

Approval of Minutes of April 8, 2010 meeting: Motion: Gervais; Second: Turley. Approved unanimously.

1. Anne Kemper, annual report from Friends of LPL:

- The Friends have 171 members with 112 currently active (dues paid).
- Income in the current year (6/1/09 - 5/31/10): \$5,440 in membership dues and \$3,564 from sales of books and bags.
- Library support in the past year includes: \$3,700 for Hartley Center programs; \$450 for Children's programs; equipment purchases; and hosting of the Let's Talk About It reading and discussion series.
- The Friends are currently serving as the fiscal sponsor for 3 grant programs: New Mainers Outreach Project; Teen (VISTA) Engagement Project; and L&A Fund book grant.
- Plans for next year include another Maine Humanities Council Let's Talk About It reading and discussion series (will run from September through January).

2. Director's Report:

- The Friends of LPL received an unsolicited grant of \$4,000 from TD Bank (in recognition of National Library Week) which we plan to use as partial funding for our Teen (VISTA) Engagement Project.
- The hiring for the New Mainers Outreach Project has been postponed until the end of May due to the current City budget situation where staff are being laid off.
- LPL and APL will have a joint booth at the June 10 Business to Business Trade Show at the Colisee.
- Speer requested that the Board review the Library Endowment Fund Spending Policy and consider raising the spending percentage from 3% to somewhere between 4% and 5%.
- Approval of the Director's report: Motion: Turley, Second: Potter. Approved unanimously.

3. Reviewing the Endowment Spending Policy:

- After a brief discussion, the Board agreed by consensus to have Chairperson Head and Speer survey R. M. Davis, Inc. and organizations and libraries in Maine regarding endowment spending practices and to report back to the Board at the September meeting.

4. City Budget Issues:

- Speer reported that one of the positions cut from the FY2011 City Budget was the Library Cultural Center Coordinator, a position currently held by Cindy Larock.
- The Library's FY2011 Budget will be \$970,219, down 10% from our current, FY2010 Budget.
- The Book budget for next year has been cut by 24% - from the current year level of \$106,325 to \$80,855.
- The City Council decided to close the Library an additional 5 hours each week, bringing the schedule down from the current level of 57 hours weekly to 52.
- It was suggested to the director that visible cuts be made to programs so that it is clear to the public that we cannot do business as usual. Other ideas presented included partnering with LA Arts for cultural center programming.
- After reviewing door count patterns of use from March, Speer recommended that the Board move to the following schedule of hours: Monday through Thursday, 10 am to 7 pm; Friday and Saturday, 9 am to 5 pm. The Board adopted this new schedule of hours to begin in mid-June: Motion: Turley, Second: Potter. Approved unanimously.
- Speer was asked to email the other Board members to make them aware of this action.

5. Bylaws amendment regarding attendance at Board of Trustees Meetings:

- An amendment to the Board Bylaws, creating a new Section 3 within Article 3 was proposed at the April meeting and sent out in writing to Board members on 4/26/2010. The amendment sets the expectation that Board members should attend all Board meetings and gives the Chair the option of asking for the resignation of members who miss three consecutive meetings.
- Motion to adopt the amendment: Gervais, Second: Potter. Approved unanimously.

6. Test Proctoring Policy:

- A new policy on test proctoring services provided by the Reference Department was presented. This policy was developed in conjunction with the Auburn Public Library and parallels their policy. Test Proctoring fees will be \$5 for library cardholders and \$20 for non-cardholders.
- Motion: Potter, Second: Gervais. Approved unanimously.

7. Proposed fees for out-of-state Inter-Library Loan (ILL) service and non-pickup of requested items:

- Speer proposed the consideration of these new service fees. Reasons given included: aligning LPL with APL (they currently charge these fees); discouraging frivolous use of these services that are very labor-intensive and expensive to provide.
- No ILL or requesting fees would be charged for Minerva or MaineCat (in-state) requests. Only those requiring us to go out-of-state for the materials.

- Speer suggested a \$5 fee for the out-of-state ILL's, however Board members felt that the fee should more closely align with the actual cost of providing the service.
- The Board decided by consensus to have LPL staff work with APL to come up with a common policy and fees to present to the Board.

8. Final evaluation of FY2010 Objectives:

- Speer presented a report on the FY2010 Objectives. Of the 34 objectives, 25 (74%) were completed; 3 others were partially completed; and 6 were not completed for various reasons.
- The Board complemented the staff on their achievements over the past year.

9. Other business:

- The Board asked the Chair to write a letter of thanks to Cindy Larock for her excellent work in the area of cultural programming over the last five years.

Meeting adjourned at 6:50 p.m.: Motion: Turley, Second: Potter. Approved unanimously.

Respectfully,

Richard A. Speer, Secretary pro-tem